



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
INSTRUCTIONAL TECHNOLOGY  
P.O. BOX 480, 205 JEFFERSON STREET  
JEFFERSON CITY, MISSOURI 65102-0480

## District Technology Plan Review – 2008 Approval Cover Sheet

*Process for requesting state approval of district long-range education technology plans:*

*Complete the information below and attach it as a cover sheet to the district technology plan. Two paper copies of the plan (with attached cover sheet) are due to the Department of Elementary and Secondary Education by April 15. Submitted plans should be addressed to the Instructional Technology Section. Plans must be postmarked by April 15 or delivered to Instructional Technology by 4:00 p.m. (CT), April 15. Delivery Note: Instructional Technology is located on 8<sup>th</sup> floor of the Jefferson State Office Building, 205 Jefferson Street, Jefferson City.*

*Technology plans should be printed in dark ink on 8 ½ x 11 white or light-colored paper and should include a Table of Contents, an identification footer (e.g., Adair Co. R-I Tech Plan 2007), and page numbers. Bind plans with staples or binder clips (no plastic covers or bindings). Do not attach appendices (e.g., inventory, survey findings, etc.) or other enclosures that add unnecessary volume to the document.*

*For additional information and assistance, contact Instructional Technology staff at 573-751-8247, [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov), or visit Instructional Technology's Technology Planning website at <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>.*

### REQUEST FOR TECHNOLOGY PLAN REVIEW – to be completed by district

District Name: \_\_\_\_\_ County-District Code: \_\_\_\_\_ - \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact telephone May 1 – June 30: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Local board approval date: \_\_\_\_/\_\_\_\_/ 2008

### APPROVAL INFORMATION – to be completed by Department

Reader number: \_\_\_\_\_ Date reviewed: \_\_\_\_/\_\_\_\_/ 2008  
Date approved: \_\_\_\_/\_\_\_\_/ 2008 Date letter mailed to district: \_\_\_\_/\_\_\_\_/ 2008

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INSTRUCTIONAL TECHNOLOGY \* PO BOX 480 \* JEFFERSON CITY, MISSOURI  
Voice: 573-751-8247 \* Fax: 573-522-1134 \* Email: [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov)